

City Council Meeting: June 8, 2021

Santa Monica, California

RESOLUTION NUMBER 11338 (CCS)

(City Council Series)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MONICA
ESTABLISHING POLICIES FOR CITY BOARDS, COMMISSIONS, COMMITTEES,
TASK FORCES, AND REGIONAL ADVISORY BOARDS, AND REPEALING
RESOLUTION NUMBER 11220 (CCS)

WHEREAS, maximizing public participation in government effectuates
fundamental principles of democracy; and

WHEREAS, the residents of Santa Monica have a strong commitment to
participating in their local government; and

WHEREAS, the City of Santa Monica ("City") has established numerous boards,
commissions, committees, and task forces to facilitate public participation in government
and thereby ensure representation of diverse viewpoints and interest; and

WHEREAS, setting term limits and establishing policies for boards, commissions,
committees, and task forces ensures that opportunities for participation will be maximized
and that boards, commissions, task forces and committees will function productively; and

WHEREAS, the City Council ("Council") desires to establish term limits and other
policies in relation to participation in City boards, commissions, committees, and task
forces and the conduct of board, commission, committee, and task force committee
meetings; and

WHEREAS, the Council intends such policies to both maximize opportunities for

participation in City government and provide the flexibility to ensure that boards, commissions, committees, and task forces have the expertise and qualifications necessary to discharge their duties.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA MONICA DOES RESOLVE AS FOLLOWS:

SECTION 1. Appointments to City Boards, Commissions, Committees, and Task Forces.

Except as otherwise provided by motion of the City Council, the procedure for making appointments to City boards, commissions, committees, and task forces shall be as follows:

A. When a vacancy occurs, as a result of the expiration of the term of an appointment, on any City board, commission, committee, or task force, the City Clerk shall publish a notice of the vacancy at least once in The Santa Monica Daily Press, or a newspaper of general circulation, and post the notice of the vacancy on the City's website. The City Clerk shall publish the notice of vacancy and post it on the City's website no less than thirty (30) days before the vacancy occurs. The notice shall request that any interested party submit an application to the City Clerk. The notice shall also specify the position for which a vacancy has occurred, the term of office for the position to be filled, and a reasonable day by which interested parties must submit applications for the position. The deadline for submission of applications shall not be less than fifteen (15) days prior to the end of the term. Where the appointment is for the purpose of filling an unscheduled vacancy, a special vacancy notice shall be posted at City Hall and Main Library not earlier than 20 days before or not later than 20 days after the vacancy occurs.

Final appointment shall not be made for at least 10 working days after the posting of the notice.

B. Applications for board, commission, committee, and task force positions shall be made on the City's website or in writing to the City Clerk on forms supplied by the City Clerk. Applications submitted after the deadline shall not be considered. The applications shall be public records except for the portion of the application which is specifically described as confidential.

C. The City Clerk shall collect all written applications which are received by the deadline date and shall thereafter cause the matter of filing the board, commission, committee, or task force vacancy to be placed upon the City Council agenda. The City Clerk shall transmit to the City Council the information contained on all written applications which have been received prior to the deadline date.

D. Boards, commissions, committees, or task forces shall not take any official action to recommend any specific appointees to the City Council, although individual members may make recommendations as individuals.

E. Following consideration of the applications received for each board, commission, committee, or task force vacancy, the City Council shall make appointments in open session at a City Council meeting to fill the vacancy.

F. In compliance with California Government Code Section 54972 et seq. (the Maddy Act), the City Clerk shall prepare, make available to the public, and provide to the Main Library a Local Appointments List in May of each year. The Local Appointments List shall consist of the following:

- 1) a list of all current City boards, commissions, committees, and task forces;

- 2) a current list of all vacancies on all City boards, commissions, committees, and task forces;
- 3) the terms of all current individuals serving on City boards, commissions, committees, and task forces; and,
- 4) the qualifications for serving on all City boards, commissions, committees, and task forces.

The City Clerk shall maintain a current Local Appointments List on the City's website.

SECTION 2. Term Limits for Boards, Commissions, Committees, and Task Forces

The following definitions and policies shall apply to City boards, commissions, committees, and task forces, including the boards of the non-profit agencies, Santa Monica Pier Corporation, Downtown Santa Monica, Inc., and Santa Monica Travel and Tourism.

A. The length of term for each City-appointed board, commission, committee, and task force is set forth in the Municipal Code, the City Charter, or the by-laws of the board, commission, committee, or task force.

B. A full term is defined as serving three-fourths or more of a term, whether it is an appointment to an annual vacancy or to an unscheduled vacancy.

C. A partial term is defined as serving less than three-fourths of a term, whether it is an appointment to an annual vacancy or to an unscheduled vacancy.

D. Term Limits for Boards, Commissions, Committees, and Task Forces

1. All members of boards, commissions, committees, and task forces, except tenant members of the Housing Commission, and members of the Clean Beaches & Ocean Parcel Tax Citizens Oversight Committee, Santa Monica Pier Corporation, Santa Monica Travel and Tourism, Downtown Santa Monica, Inc., and task forces are limited to serving two consecutive terms. However, a third consecutive term may be served if the member makes a written request to serve a third term, or a

Councilmember nominates a member to a third term, and the City Council approves the third term by a two-thirds vote. Tenant members of the Housing Commission are limited to serving four consecutive, two-year terms, except that a fifth or sixth, two-year consecutive term may be served if the member makes a written request or a Councilmember nominates the member, and the City Council approves the fifth or sixth term by a two-thirds vote. Members of the Clean Beaches & Ocean Parcel Committee and task forces may serve for an indefinite number of two-year terms. Term limits for directors on the Santa Monica Pier Corporation, Santa Monica Travel and Tourism, and Downtown Santa Monica, Inc., are determined by the boards' by-laws.

2. The total number of members that may serve a third consecutive term on a board, commission, or committee at the same time is limited to no more than one-third of the membership of that board, commission, or committee but the Council may, by two-thirds vote, make an exception in order to fill positions on boards, commissions, and committees that have specific qualifications, such as professional standing or expertise.

3. After serving the maximum number of consecutive terms allowed, a member may not serve again on the same board, commission, or committee until four years after the member's final term has expired.

4. Members must wait at least one year after terming out of serving on a board, commission, or committee before serving on a different board, commission or committee.

E. Term Limits for Regional Advisory Boards.

1. Members of the Los Angeles County West Vector Control District shall serve an initial two-year term and may serve additional terms of two or four years each at the discretion of the City Council.

2. Members of the Los Angeles County Metropolitan Water District may serve for an indefinite number of four-year terms.

SECTION 3. Membership on One Board, Commission, Committee, or Task Force.

No person shall serve simultaneously on more than one board, commission, committee, or task force, including the Santa Monica Pier Corporation, Downtown Santa Monica, Inc., Santa Monica Travel and Tourism, and the regional advisory boards.

SECTION 4. Reimbursement of Expenses.

Members of boards, commissions, committees, and task forces shall be reimbursed for expenses in the amount of up to \$25.00 per meeting, not to exceed the amount of \$50.00 per month pursuant to the forms and administrative procedures established by the City.

SECTION 5. Use of City Funds.

Allocated funds are restricted to the following: Participation or sponsorship fees for local events; dues/memberships to other organizations that align with board, commission, committee, or task force goals; conferences/trainings that align with board, commission, committee, or task force goals; costs related to board, commission, committee, and task force materials, including printing of materials, postage, giveaways for events, supplies for City-sponsored events, food for City retreats, and accommodation services such as signing and closed captioning.

SECTION 6. Biennial Review of Agendas and Minutes and Five-Year Comprehensive Review.

The City Clerk is hereby directed to conduct biennial reviews of board, commission, committee, and task force agendas and minutes, including the agendas and minutes of the Santa Monica Pier Corporation, Downtown Santa Monica, Inc., and Santa Monica Travel and Tourism, and to act, as needed, to ensure that they comply with legal requirements, including the Ralph M. Brown Act, and maintain uniform content and format

with the City Council's agendas and minutes. The City Clerk is also hereby directed to conduct a comprehensive review of all advisory bodies every five years, except that no such review shall occur in an election year.

SECTION 7. Annual Dinner.

The City Clerk is directed to organize and hold an Annual Dinner which shall serve as the annual report to Council by the City-appointed boards, commissions, committees and task forces, and the appointees to the regional advisory boards.

SECTION 8. Written Communications.

No City-appointed board, commission, committee, or task force shall send any official resolution or other correspondence of the board, commission, committee, or task force on any matter of City policy to any non-City agency, board, commission, committee, or task force unless the board, commission, committee, or task force votes to do so and obtains prior approval of the City Council.

All City-appointed board, commission, committee, and task force members are issued City emails addresses, which must be utilized for all City business.

SECTION 9. Conduct of Meetings and Drafting of Agendas and Minutes.

The Rules of Order and the Procedures for the Conduct of the City Council meetings (Resolution No. 11172 (CCS)), as may be amended from time to time, shall serve as a general guideline for the conduct of meetings of the City-appointed boards, commissions, committees, and task forces which have not adopted their own rules or bylaws. All City-appointed boards, commissions, committees, and task forces shall adopt their own rules or bylaws in accordance with the template prescribed by the City Clerk. All boards, commissions, committees, and task forces shall use the agenda and minutes templates prescribed by the City Clerk.

SECTION 10. Attendance at Meetings.

The following attendance policies apply to all members of City boards,

commissions, committees, and task forces, including the Santa Monica Pier Corporation, Downtown Santa Monica, Inc., Santa Monica Travel and Tourism, and the regional advisory boards.

- A. An absence is defined as a failure to attend at least two-thirds of a regular or special meeting.
- B. An absence is considered excused when a member communicates the member's absence to the Chair or staff liaison prior to the start of a regular or special meeting.
- C. An absence is considered unexcused when a member does not communicate that member's absence to the Chair or staff liaison prior to the start of a regular or special meeting, or, in the event of an emergency, as soon as practicable after the emergency but in no event later than two calendar days after the start time of the meeting. .
- D. In special circumstances, prolonged absences may be excused upon approval of the board, commission, committee, or task force, which shall then be reported by the City staff liaison to the City Clerk.
- E. Except for the regional advisory board appointments, City staff liaison to all boards, commissions, committees, and task forces shall report all absences to the City Clerk.
- F. The City Clerk shall provide the City Council with a summary of attendance for all board, commission, committee, and task force members, in June and December of each year.
- G. For boards, commissions, committees, or task forces that meet monthly, upon the accumulation of two unexcused absences from regular meetings occurring over the course of six consecutive regular meetings, a member of a board, commission, committee, or task force automatically vacates membership on the board, commission, committee, or task force.

H. Additionally, the Chair shall warn any member who has more than two excused absences from any six consecutive meetings. If another two meetings are missed, whether as the result of excused or unexcused absences, the Staff Liaison shall inform the City Clerk, who will then inform the City Council.

SECTION 11. All boards, commissions, committees, and task forces must produce an annual workplan setting priorities for the upcoming year. Each workplan shall align with that board, commission, committee, or task force's corresponding City department's goals and objectives. In addition, all boards, commissions, committees, and task forces shall produce an annual one-page evaluation of their work over the preceding year.

SECTION 12. Attendance at Ethics Training - Government Code Section 53235 (AB 1234).

Government Code Section 53235 (AB 1234) mandates two hours of ethics training for local officials every two years. The City Clerk shall provide the City Council with a summary of attendance by City Council-appointed board, commission, committee, and task force members, including members of the Santa Monica Pier Corporation, Downtown Santa Monica, Inc., Santa Monica Travel and Tourism, and the regional advisory boards, after the biennial training and before making annual appointments. All newly appointed members are required to take the mandated ethics training as soon as practicable, but no later than within 30 days of being appointed.


SECTION 13. Other Trainings

The City Clerk in conjunction with the City Attorney shall develop and implement onboarding training for new members and annual training for members, chairs, and vice-chairs of boards, commissions, and task forces, and shall provide City staff liaisons with training guidelines. All members are required to complete the onboarding or annual training as soon as practicable, but no later than within 90 days off being appointed.

SECTION 14. Resolution Number 11220 (CCS) is repealed in its entirety.


SECTION 15. The City Clerk shall certify to the adoption of this Resolution, and
thenceforth and thereafter the same shall be in full force and effect.

APPROVED AS TO FORM:

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GEORGE S. CARDONA
Interim City Attorney

Adopted and approved this 8th day of June 2021.

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Sue Himmelrich, Mayor

I, Denise Anderson-Warren, City Clerk of the City of Santa Monica, do hereby certify that Resolution No. 11338 (CCS) was duly adopted at a meeting of the Santa Monica City Council held on the 8th day of June 2021, by the following vote:

AYES: Councilmembers Brock, Davis, De la Torre, Parra,
Mayor Pro Tem McCowan, Mayor Himmelrich

NOES: None

ABSENT: Councilmember McKeown

ATTEST:

DocuSigned by:

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Denise Anderson-Warren, City Clerk